PROPOSED SYSTEM PROGRAM

OBJECTIVES

1. Develop and promote a program which will provide capable technical assistance in solving Records Systems problems throughout the Agency.

2. Through promotional publicity, the Area Records Officer, and "satisfied customers," channel to this Branch the demand for technical assistance in solving Records Systems problems.

SCOPE

Under this program the analyst will be presented problems involving the use of records, and must determine the best solutions. In order to make recommendations he must be familiar with the various equipment and Records Systems available and recognize suitable applications. If a recommendation involves devices controlled by established specialists, such as for microfilm, punch cards, etc., the analyst will coordinate and work with the specialist, as necessary. Examples of systems and devices with which the analyst must have a working knowledge are:

    a. Filing

        (1) Subject Numeric System
        (2) Terminal Digit System
        (3) Shelf Filing
        (4) Soundex
        (5) Automatic Sorting such as, Kesort, E-Z-Sort, etc.

    b. Mail Handling

        (1) Mail Control Systems
        (2) Mail Counting, Sorting and Opening Devices
        (3) Mail Logging and Receipting Systems

    c. Records Reproduction

        (1) Microfilming
        (2) Photocopying (auto-stat, ozalid, portograph)

    d. Posting and Recording Operations

        (1) Tabulating Machines ✓
        (2) Microfilming

e. Communications

 (1) Telautograph
 (2) Flexowriter
 (3) Teletype

PROGRAM DEVELOPMENT

1. Select and recruit an analyst for the slot presently open in this Branch.

2. Provide training for the analyst:

 a. Locate and obtain permission to study various systems in use in the Agency.

 b. Contact representatives of other government agencies and commercial organizations for discussions and demonstrations of systems not in use in the Agency.

3. Promote the Program by:

 a. The issuance of a brochure which will illustrate various systems with a brief statement of their advantages. This brochure would have an attention getting preface or foreword such as, "A New or Revised System May Be the Answer to:"

  (1) Mounting backlogs.
  (2) Costly operations.
  (3) Time consuming clerical or mechanical processes.
  (4) Accomplishment of new objectives within existing budget limitations.
  (5) Accomplishment of current objectives in spite of T/O or budget reductions.

 b. Request Area Records Officers to observe and report on known circumstances as described above, and to distribute the brochure and help promote the feeling that technical assistance on special problems is available.

 c. Develop a systems handbook which will provide details of the operation, and advantages and disadvantages of selected systems with wide application.

 d. Request records analysts on surveys to observe record problems and request systems assistance, as needed.